

Department of Human Services  
Division of Community and Social Services  
Child Care Services Planning & Development: Program Director 2

**Summary:**

Child Care Services is responsible for Child Care Licensing, Child Care Program Assessment, the Child Care Certificate Program, and the Child Care Development Fund Grant Management. The Department is currently seeking qualified candidates for the Director of Child Care Planning and Development. Under direction, this person is responsible for professional human services program development and administrative work of unusual difficulty and supervisory work of average difficulty; and performs related work as required.

**Primary Responsibilities:**

- Supervise Management staff (Assessment Director & Child Care Certificate Manager)
- Provide direction to Child Care Development Fund (CCDF) Grantees which includes submission of CCDF grant contracts and follow up to ensure timely execution of annual contracts.
- Responsible for the management of CCDF grantees which requires contract creation, maintenance, facilitation of communication and other grantee- specific activities.
- Operate as the lead on Quality Rating Improvement System (QRIS), other Child Care Quality Initiatives, and special projects as deemed by Child Care Services Director and/or Executive Leadership.
- May function as Liaison between Child Care Services and other DHS programs/departments.
- Represent Child Care Services at state level and national meetings.
- Participates in interdepartmental committees, councils and collaborations.
- Provides research and technical assistance for child care services initiatives, policies and trainings.

**Knowledge, Skills and Abilities:** Ideal candidates must possess and maintain a working knowledge of all facets of the Division and a working knowledge of all programs administered by the Department of Human Services.

- Must be able to demonstrate the ability to make informed decisions based on data
- Excellent verbal and written communication skills
- Ability to work in a fast paced, multi-tasking environment.
- Strong Microsoft Office skills, including Word, Outlook, and Excel
- High level of organizational skills and time management

**Minimum Education/Experience Requirements:** Education equivalent to a Bachelor's degree (Graduate degree preferred) with five years of full-time professional experience in one or a combination of the following: social services, human services, education, auditing, and/or social services grant coordination. At least four years of this experience must have been human services program evaluation or case review work.

**Compensation Information:** Commensurate with Qualifications

**How to Apply:** Cover letter, resume and recent writing sample can be emailed to  
[christie.williams@tn.gov](mailto:christie.williams@tn.gov)